



TO: OPWDD & OMH Licensed and/or Certified Providers
FROM: Jay Kiyonaga, Executive Deputy Director
DATE: January 9, 2015
SUBJECT: Web Submission of Investigation Report (WSIR)

As announced last year, the introduction of the new internet-accessible *Web Submission of Investigation Report (WSIR)* application is scheduled for release this month. Service providers affiliated with the NYS Office for People with Developmental Disabilities (OPWDD) and the NYS Office of Mental Health (OMH) will be moving to an easily navigable online form to record details and supporting documentation obtained during investigations of cases of abuse or neglect.

The implementation date of the WSIR application is scheduled for **Thursday, January 15**. After this date it will be required that all investigation information be submitted through the WSIR web form. OPWDD and OMH licensed and/or certified providers will receive an additional notice to confirm the WSIR launch date.

The Justice Center, in cooperation with OPWDD and OMH, is providing training and reference material to help providers become familiar with the WSIR. The materials are available on the Justice Center website at <http://www.justicecenter.ny.gov/wsir-documentation>.

Recent additions to these materials include:

- A reference guide with step-by-step instructions and accompanying application screen images that reviews each step of the WSIR web form process.
- Short narrated and subtitled training videos that demonstrate the specific tasks required successfully submit a WSIR web form.
- A detailed WSIR provider investigator user manual.

Previously posted materials include:

- A one-page quick reference guide with instructions on how to create and/or upgrade a *NY.gov ID* account.
- A two-page quick reference card that explains the information required, and how to complete, the WSIR web form.

Please review this documentation to prepare for the launch of the WSIR. Questions can be directed to your state oversight agency contact or via email to the Justice Center at techinfo@justicecenter.ny.gov.